Account Activation

Introduction

This section of the document will show how an authorized user can activate an existing employer account with DUA. The set of instructions here are applicable to employers registered with DUA before December 7, 2009 and have received a correspondence via U.S. mail about activating their account in the QUEST system. The instructions here will not be applicable if you are a new employer registering with DUA for the first time.

<u>IMPORTANT</u>: The person completing the account activation for the UI employer account will be the System Administrator by default and will have access to all information in the employer's account. This means the system administrator will be able to view information, make changes, complete transactions, and give online access to other users in this account. Therefore, the person chosen by the employer to activate the account should be a highly trusted employee

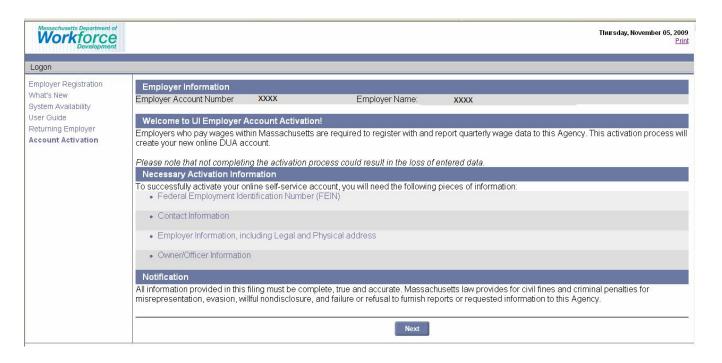
Step-by-Step Instructions:

- 1. Go to the following web page to begin account activation www.mass.gov/uima
- 2. Click on the link 'Account Activation'. The following page will appear. Enter your employer account number and the password received in the mail. Click 'Next' to continue.

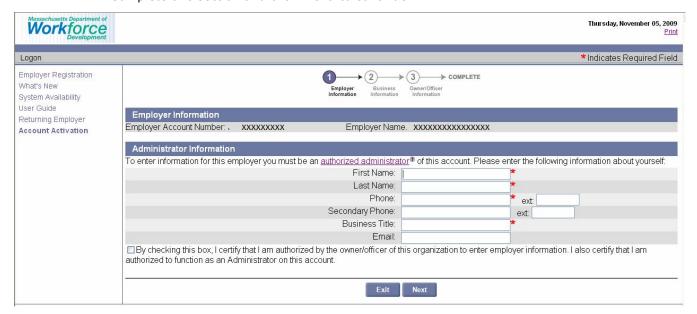


(PLEASE TURN OVER)

3. The following page will appear. Read the information displayed and click 'Next' to continue.



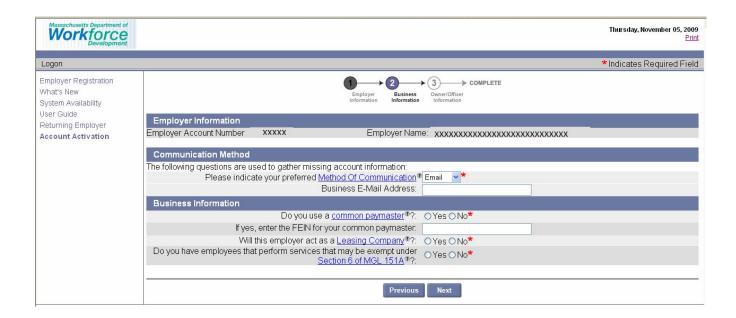
4. The following page will appear. You will be requested to enter the administrator information. Complete this section and click 'Next' to continue.



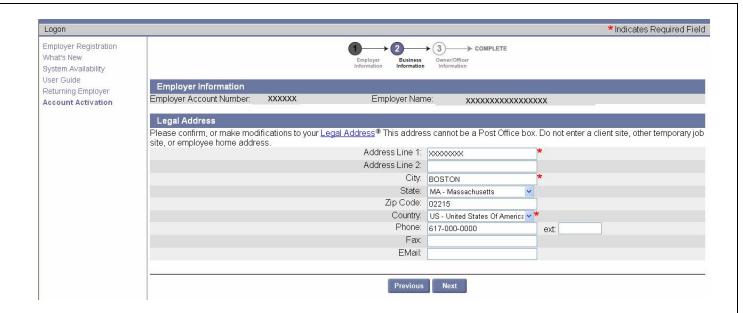
5. The following page will appear where you will be asked to enter the contact information. Complete the information and click 'Next' to continue.



6. Continue to enter the business information and click 'Next'.



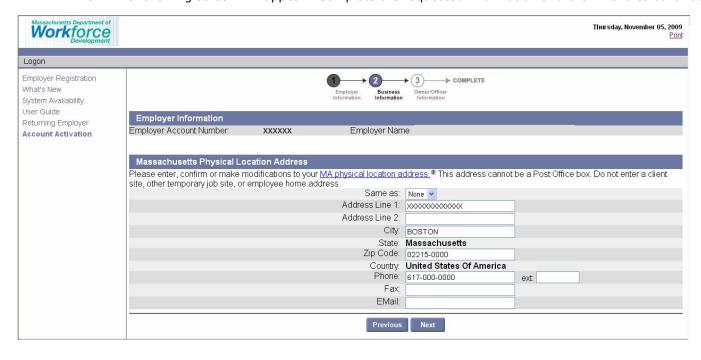
7. You will be asked to verify your legal address that already exists in the system. Click 'Next' to continue.



8. The following screen will appear. Complete the requested information and click 'Next' to continue.

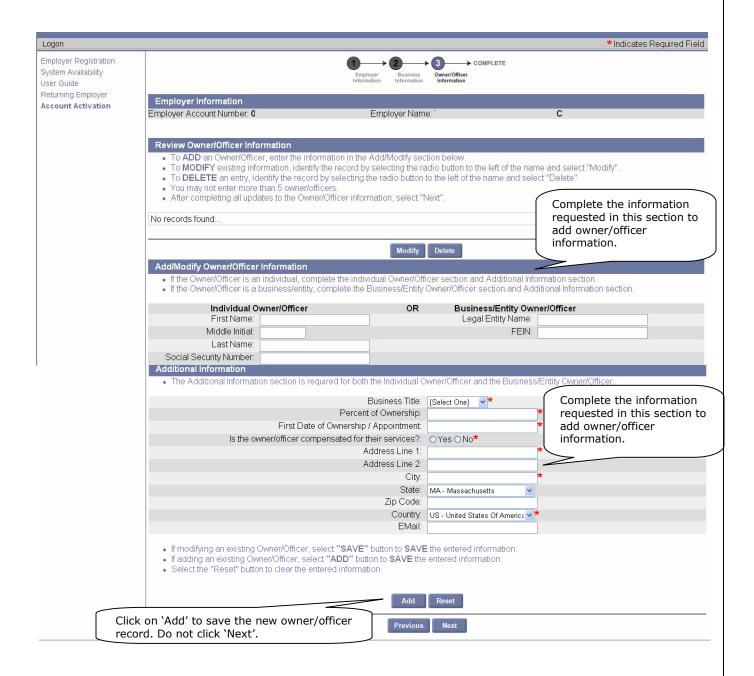


9. The following screen will appear. Complete the requested information and click 'Next' to continue.



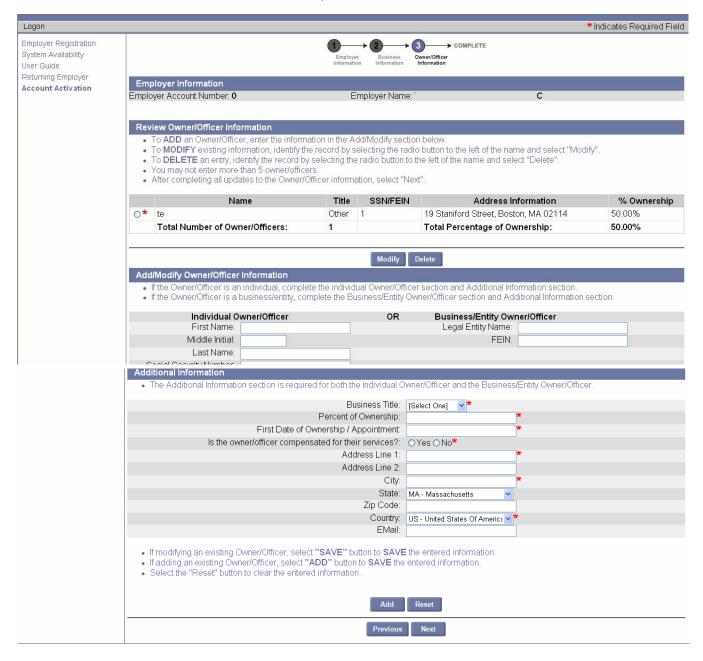
10. The following screen will appear. Begin entering the owner/officer information by completing the requested information. Click 'Add' to continue.

NOTE: If you are adding a legal entity as owner/officer, the only identifying information provided should be the name of the Legal Entity and FEIN. If an individual is being added as owner/officer, the only identifying information provided should be the individual's name and SSN. **Do not enter both sets of identifying information under the same record.**



(PLEASE TURN OVER)

4. The following page will appear, summarizing the owner/officer information you just entered. Click **'Next'** to continue with the activation process.



(PLEASE TURN OVER)

11. The following screen will appear, confirming that your account activation is complete.

